



# Civilian Personnel News



# UPDATE

## Civilian Personnel Advisory Center

July 2009

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## Director's Message

### A Special Thank You

You may have called, sent an email, card or flowers, brought food or made a donation in memory of my husband to the Big Piney Cemetery Fund. We want each one of you to know how much your love and support has meant to us.

We forget how very fortunate we are in the United States to have so many blessings. As I watched the Soldiers that were interviewed at the All Star Game I realized how we complain because we have to cut the grass, one Soldier was so thankful to be walking on grass after returning from Iraq. Through all they have sacrificed they remind us to be thankful for even the little things and being able to live in the United States of America.

Don't forget to tell your family how much you love them. Remember to thank all our Military Service Members for all they do that allows us to have the many freedoms we are able to enjoy.

Enjoy the rest of your summer with family and friends and be thankful we are having wonderful weather in Missouri!

CPAC Director



We're very pleased to welcome new staff to our Fort Leonard Wood CPAC Team. He isn't really new to our team – he previously worked for us at Ft Riley as a member of our virtual staff. We are

confident he will build on his previous accomplishments as he joins us here at the installation and will quickly establish himself as an asset to our CPAC staff and Fort Leonard Wood.

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## Army Civilian Corps Creed

- I am an Army Civilian – a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians
- I will always support the mission
- I provide stability and continuity during war and peace
- I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army
- I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
- I am an Army Civilian

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## Temporary Downtime for My Workplace/My Biz/DCPDS

DoD will shut the Defense Civilian Personnel Database System (DCPDS), My Workplace and My Biz down at 1800 hours EST **Friday 24 July 2009** to begin the migration from current DCPDS servers to latest technology Itanium servers. It is anticipated that DOD will complete this project and turn on access at 0800 hours EST, **Wednesday 29 July**. The staffing suite (Resume Builder, Resumix, and Vacancy Announcement Builder) will be available to potential job applicants and Human Resource officials starting 1700 hours EST Sunday 26 July. Please contact your supporting Civilian Personnel Advisory Center (CPAC) to coordinate completion of time sensitive actions, particularly new hires, before the shut down period begins.

Upon completion, this effort will significantly improve DCPDS/MyBiz/MyWorkplace capacity to handle the increased seasonal workload associated with HR requirements such as interim/annual NSPS appraisals and year end pay out processing. Army will provide periodic updates as we get closer to the project start date as well as progress reports during the shutdown period. Additionally, there is a reminder screen to the Civilian Personnel On Line (CPOL) login and DoD will add a reminder screen to the DCPDS/MyBiz/MyWorkplace login advising all users of this temporary shutdown.

## Payroll Questions



When an employee becomes aware of a possible payroll problem, the problem should first be addressed with the organization's Timekeeper. If necessary, the Timekeeper will contact the appropriate Customer Service Representative (CSR) in either the installation DRM or the MEDDAC. The CSRs have the ability to access the Defense Civilian Payroll System and provide liaison with both the Defense Finance and Accounting Service and the Civilian Personnel Advisory Center. Questions or concerns related to Federal civilian payroll issues can be reached at 573-563-6196; MEDDAC employees would need to call 573-596-0520.

## Hours of Operation

### **Missouri Career Center**

Building 470  
Suite 2203  
0730-1130  
1230-1630  
573-596-0294

### **CPAC**

Building 470  
Suite 2205  
0730-1130  
1230-1630  
573-596-0927

### **NAF HR**

Building 470  
Suite 2204  
730-1130  
1230-1630  
573-596-0283

## **CIVILIAN DEPLOYMENT**

Federal civilian employees who are members of the Uniformed Services and who are called to Active Duty (or volunteer for active duty) are entitled to certain rights as well as continued benefits and entitlements. If you are notified that you are deploying or being called to Active Duty, you should contact the CPAC as soon as possible to receive important information for you and your family to include your leave and pay entitlements, insurance and retirement benefits, and applicable reemployment rights.

### **NEED A DD-214**

The National Personnel Records Center has a website where Veterans or a Veterans Family Member can obtain a copy of a DD-214 on-line for personnel or employment purposes. Use this address: <https://vetrecs.archives.gov>

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## **STUDENT EDUCATIONAL EMPLOYMENT PROGRAM (SEEP)**

### **What is the Student Educational Employment Program?**

The Student Educational Employment Program has two components - student temporary employment and student career experience. It is available to all levels of students: vocational and technical, associate degree, baccalaureate degree, graduate degree, and professional degree students.

### **Student Temporary Employment Component**

Job opportunities under this component offer temporary employment ranging from summer jobs to positions that can last for as long as the organization has the need. These employment opportunities need not necessarily be related to the student's academic field of study.

### **Student Career Experience Component**

This component offers valuable work experience directly related to the student's academic field of study. It provides formal periods of work and study while attending school. It requires a commitment by the student, the school, and the employing Federal agency. The student may be eligible for permanent employment under this component after successfully completing education and meeting work requirements.

### **Program Features Under Both Components:**

- Students may be employed year round

- Flexible schedule of work assignments
- Open to all students...high school seniors, under-graduate, graduate, and vocational/technical

### Eligibility Requirements

You are eligible under the Student Educational Employment Program if you are:

- A student enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, etc.)
- At least the minimum age required by Federal, state or local laws and standards governing the employment of minors,
- Taking at least half-time academic or vocational and technical course load in an accredited technical or vocational school, 2-year or 4-year college or university, graduate or professional school, and
- A U.S. citizen or a national (resident of American Samoa or Swains Island).

### How to Apply

The CPAC maintains an inventory of student resumes for employment consideration by installation managers and supervisors. If you are interested in the Student Educational Employment Program, call 573-596-0927.

## Understanding Continuation of Pay (COP)

COP is the continuation of an employee's regular pay by the employing agency with no charge to sick or annual leave. COP is only given in traumatic injury cases for a maximum of 45 days. In order to qualify for COP, the employee must give written notice of injury **within 30 days** from the date of injury, and present medical evidence supporting disability **within 10 calendar days**. Form CA-1 is designed for this purpose. What is the first day of COP? The first day of COP is the day following the date of injury (DOI) when there is immediate time loss. If there is immediate time loss on the day of injury and if the employee was injured during official working hours, that time loss would be considered administrative leave. Time card is coded **LU**. However, if the employee is injured before his/her official working hours begin and there is immediate time loss, the first day of COP is the date of injury beginning at the start of his/her official working hours. In cases where there is no immediate time loss, the first day of COP must be taken within 45 days from the date of injury. COP is counted in calendar days not work days. COP is coded on the time card as **LT**. Now this is where mistakes usually appear. The 45 days are calendar days; however the employee must use it to be considered COP. For example, if an employee gets hurt on 01/01/09 (coded LU) and returns to work the next day, COP has not started yet. Let's say the employee continues to work until an appointment on 02/02/09, that day should be coded LT (day 1 of COP). Notice that the appointment is still within the 45 calendar days of the injury. If the appointment fell after 02/14/09, then COP is no longer authorized. Furthermore, if the employee attends the 02/02/09 appointment and returns to work awaiting another appointment on 03/03/09, then that day is coded LT (day 2 of COP). This can continue

until the employee, if needed, uses up the 45 days COP. Keep in mind, there cannot be more than 45 days between appointments, otherwise COP is expired. The key for Supervisors & Timekeepers is to maintain a log on the injured employee. The reason for this is because the payroll system (DCPS) counts calendar days from the first use of the LT code. If an employee gets into this situation where payroll starts deducting sick/annual leave, then the supervisors need to request a remedy ticket thru their respective CSR to correct the employee's pay. If at any time there is a question regarding COP or any other Workers Compensation issues, please remember to contact your local ICPA, at 596-0293.

## NEED TO KNOW INFORMATION!



If you need employment verification for a major purchase you can use The Work Number. This is an automated verification service that allows you to have your employment and salary verified with in minutes. However, there are a few steps you must take before the requesting person can obtain this information. These steps are listed below:

1. Obtain a salary Key:
  - a. Call 1-800-367-2884
  - b. Provide SSN and your PIN  
Your Temporary PIN is your Birthday (MMDD)  
After you get in with your Temporary PIN you can change it to  
any 4-8 digit number of your choice.
2. Provide your salary Key to the requesting organization for verification.
3. They will also need the DoD code of 10365

Remember, there can only be three salary Keys active at one time. You must follow this process in order to obtain verification.

# **NSPS Connect**

<http://www.cpms.osd.mil/nsps/nspsconnect/>

The NSPS Connect portal went live on 20 May 2009 and it allows key stakeholders to access learning materials and resources in one centralized location. It was developed because of feedback that was received from NSPS employees at all levels, stating that they needed to see the NSPS materials, resources and tools in one centralized location for easy access. NSPS Connect is a one-stop comprehensive web page for accessing a vast range of neatly organized links to quickly access NSPS products such as online training courses, fact sheets, tip sheets, worksheets, brochures, user guides, and automated tools.

## **WEBSITE ORGANIZATION**

The NSPS Connect website is organized in three easy ways for access. Employees may search for information by Role, Topic, and/or Category.

### **Role:**

NSPS Materials are organized by the employee's role or position:

- Employees.
- Managers/Supervisors.
- Pay Pool Administrators/Officials.
- HR Practitioners.

### **Topic:**

Employees may access NSPS learning products under a variety of topics such as classification, compensation and pay setting, performance management, pay pools, staffing and employment.

### **Category:**

Employees may access learning products by categories such as external links, resources & tools, and training.

# *Supervisor's Corner*

## Recruitment Tips

**Area of Consideration (AOC):** The AOC for any announcement should be sufficiently broad to ensure the availability of high quality candidates. The minimum AOC for permanent Army positions is all permanent Army Federal employees. If you prefer to recruit from within the permanent Federal workforce, the requested AOC could be “Army-only”, “DOD-only”, or “All Federal employees”. You can add “status” applicants (e.g., VRA, VEOA, 30% Disabled Vets, Reinstatement Eligible’s, etc.), by indicating an AOC that includes “All Status” applicants. A separate announcement can also be open to “all U.S. citizens” as explained in the following paragraph.

**Delegated Examining Unit (DEU):** DEU recruitment is open to all U.S. citizens, with or without prior civilian Federal or Military Service. DEU recruitment and certificates differ from “internal” or Merit Promotion and noncompetitive recruiting in a number of ways. Under the Army Resumix DEU Program, the “external skills” must be assigned individual weights based on relevance and importance. The more skills weighted, and the greater the range of weights assigned, the better the product produced by the Resumix Program. The selected skills and their assigned weights are entered into the program, and the program extracts skills from each applicant’s resume to match against the entered skills/weights. The program then assigns a score to each applicant based on those skills/weights, with veterans preference points added. The DEU Certificate is then pulled up with candidates listed in score and/or vet preference order, and the resumes are reviewed for qualifications. Special aspects of DEU Certificates: 1) When recruiting for non-professional series, compensably-disabled veterans “float” to the top of the Certificate; 2) You may not bypass a higher-listed preference-eligible candidate to select a non-preference candidate; and 3) Each selection from a DEU Certificate must be made from among the top three available candidates on the certificate. Accurate weighting of the skills is crucial to assigning accurate scores/placement order on the Certificate, and in many cases it is unlikely that a non-preference candidate will be within reach on a non-professional DEU Certificate.

For assistance in determining the best “AOC” and in developing effective recruitment strategies, contact your servicing Staffing Specialist.



Send Your HR questions and/or suggestions for future UPDATE newsletters to:

[leon.pecpswrm@conus.army.mil](mailto:leon.pecpswrm@conus.army.mil).

Your feedback is important to us. Please let us know how we are doing by completing an ICE card (Interactive Customer Evaluation).

[http://ice.disa.mil/index.cfm?fa=service\\_provider\\_list&site\\_id=447&service\\_category\\_id=33](http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=447&service_category_id=33)



*Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.*